

Administrative Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$15.84 to \$18.34 hourly
Employment status: Contract / Temporary

Description

This Administrative Assistant job might be for you if you love mail merging, pivot tables, and presentation design. Robert Half is looking for a results-oriented Administrative Assistant to perform various administrative and office support duties. This Administrative Assistant job could be just what you're looking for, if you're passionate about growing your career. If you're looking for a job in the Alexandria, Virginia area, consider this short-term contract / temporary Administrative Assistant position.

Your responsibilities in this role

- Field telephone calls
- Receive and direct visitors
- Assist other employees with diverse projects
- Tend to word processing, filing, and faxing duties

Requirements

- Microsoft Word experience
- Practical knowledge of data entry
- Proficiency in Microsoft Excel
- Post-Sales Support experience
- General familiarity with filing
- Well-founded grasp of Basic Office Equipment
- Sales Coordinate experience
- Proven knowledge of navigating basic office equipment and protocols
- Microsoft Outlook experience
- At least 1 year of Administrative Assistant experience preferred
- Internet research skills
- Excellent oral and written communication skills
- Proficient computer skills including word processing, spreadsheets, presentation software, as well as databases and customer database systems

Are you a passionate self-starter looking to grow within a dynamic company and thrive in a creative environment? Then we would love to hear from you! This position will be filled by the end of the week so don't hesitate in contacting us!

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.